




**STATE OF TENNESSEE**  
**DEPARTMENT OF GENERAL SERVICES**

**GWENDOLYN SIMS DAVIS**  
COMMISSIONER

**PHIL BREDESEN**  
GOVERNOR

**MEMORANDUM**

**TO:** Commissioners, Procurement and Fiscal Officers of all Edison Wave 1  
Financials/Procurement Go Live State Departments, Institutions and Agencies

**FROM:** Gwendolyn Sims Davis, Commissioner 

**DATE:** September 16, 2008

**SUBJECT:** Purchasing Procedures for Edison Wave 1 Financials/Procurement Go Live

The following schedule is established in order to help ensure timely processing of requisitions and departmental purchase orders for purchases from fiscal year 2008 funds and requisitions requesting term contracts and delegated purchase authority for fiscal year 2008-2009.

**WEDNESDAY, OCTOBER 1, 2008 - REQUISITIONS FOR WAVE 1 AGENCIES**

Requisitions (P1) for one-time purchases, requisitions (P1A) requesting agency term contracts for items not covered by statewide contract and requisitions (P1B) requesting delegated purchase authority from bid must be at TOPS status code 200 by 4:30 p.m., October 1, 2008, due to required processing by November 17, 2008. Requisitions (P1A and P1B) received after this date will be processed in the order received. Requisitions requiring a long lead-time should be issued immediately to assure awarding by November 17, 2008.

**MONDAY, NOVEMBER 17, 2008 - CONTRACT RELEASE ORDERS FOR WAVE 1 AGENCIES**

Contract release orders requiring F&A Budget approval should be waiting for Budget approval on or before November 1, 2008. All purchase orders entered into TOPS for Wave 1 agencies must be set to print (TOPS status codes 450, 455 or 465) by 4:30 p.m., Monday, November 17, 2008.

All Requisitions and Orders not completed by the close of business on November 17, 2008 will be cancelled and are to be re-entered in Edison starting on December 1, 2008. If you have questions regarding these dates/procedures please contact John C. Bissell, Director of Purchasing at 615.741.4302.

As always, thank you for your patience and cooperation during this transition.